DELPHI Skills Assessment for GL Accounting Supervisor

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
					Proficiency			
Basic Navigation Skills								
Journals								
Automatic								
Getting Started with ADI for GL								
Creating Journal Entries with ADI								
Processing Journal Entries								
Uploading Journal Entries								
Manual								
Creating Manual Journal Entries								
Processing Journal Entries								
Processing Allocations and Periodic Entries								
Processing Reversals and Clearing Suspense								
Uploading Journal Entries								
Reports								
Reporting with Financial Statement Generator (FSG)								
Creation of ADI Reports								
Setup								
General Ledger Chart of Accounts Maintenance								
Processing Reversals and Clearing Suspense								
General Ledger Period End Close – Adjustments								
Monitoring the Close and Avoiding Delays								
Processing Subledger Data to the General Ledger								
Subledger Reconciliation								